



Division Guideline #20

Date: Created May 30, 2012
Reviewed April 29, 2013
Reviewed April 9, 2014

Title: Intake and Eligibility Responsibility for Transient or Out-of-Home Placement

Application: All RO Intake /Eligibility Specialists

The following guidelines apply for determining the Regional Office responsible for completing the intake and eligibility process. The guidelines governing the transfer of cases between Regional Offices are covered by Division Directive 5.010.

Children in temporary custody:

This process should only be used when the child is in temporary placement, usually for treatment of trauma or emotional disturbance, and when the assumption is that the child will return to the county of origin.

The RO covering the county of origin is responsible for intake and eligibility, and is to initiate the application with the guardian. In situations where it is unreasonable to have staff from the home RO travel to the child to complete an assessment, the home RO Director may request that the assessment be completed by the RO where the child has been placed. That assessment information is to be provided back to the Intake/Eligibility Specialists in the home RO.

Children in permanent placement, such as a foster home:

When a child is permanently placed, as in the case of a foster home, then the RO covering the county in which the foster parent(s) reside will complete the application/intake/assessment process. In situations where it is unreasonable to have staff from the RO travel to complete an assessment with the birth parent(s), if needed, the RO Director may request that this portion of the assessment be completed by the RO covering the county of residence for the birth parent(s). That assessment information is to be provided back to the Intake/Eligibility Specialists in the home RO.

Transient Adults:

The RO where the individual resides at the time of the referral is responsible for performing intake and assessment of eligibility.

Residents/Citizens of other States:

For determining State of Domicile, refer to 9 CSR 10-31.016.

This guideline will be reviewed and updated annually, if needed.